



Virtual Assistant on Call

Suzy - 0406 256 036

Introducing your Personal Assistant

At *Virtual Assistant on Call*, we offer your business personalized administration and bookkeeping services from our *virtual office* based in Sunbury, Victoria Australia. Your online office assistant will work *with* you to provide all the administrative support you need in your business, using software skills and knowledge developed over 20 years.

Suzy's qualifications:

- Diploma of Accounting
- Diploma of Business Administration

Services:

- Office organization & setup (local area only)
- Word Processing
- Document Design
 - ❖ Word - Business forms / templates
 - ❖ Excel – Financial reports / templates
- Manuals
 - ❖ Standard Operating Procedures
 - ❖ Training Manuals
- Database design and development
- Data entry
- Bookkeeping
- Excel Report:
 - ❖ Product Sales / Charts
 - ❖ Budget setup
- Transcription
- Resumes
- Web management
- Presentations

..... and much more

Your Marketing Plan **COMPANY LOGO**

Your Marketing Plan

Property address: _____ P/C _____

On behalf of Vendors: _____

Website Advertising	Cost	Tick to choose
www.reivestate.com.au	Free	
www.reivestate.com.au	Free	
Sunbury / Meascon Leader: 1/2 page	\$80.00	
Sunbury / Meascon Leader: 1/2 page	\$171.21	
Sunbury / Meascon Leader: 1/2 page	\$342.41	
Sunbury / Meascon Leader: 1/2 page	\$684.83	
Signboard 8' x 4' for sale / lease (including photos)	\$82.50	
Signboard 8' x 4' including photos	\$124.50	
Signboard 8' x 4' including photos	\$166.50	
Signboard 8' x 4' including photos	\$208.50	
Signboard Light - including timer	\$64.90	
All Full Colour brochures	\$50.00	
Photographs taken by agency staff	Nil	
Professional Photographer	\$140.00	
**Standard package	\$140.00	
Notes (up to 3 brochures duration) for posting on internet websites	\$350.00	
Total Advertising:		\$ _____

Open for inspection dates:

1st Open - / /

2nd Open - / /

3rd Open - / /

4th Open - / /

Private inspections only: Yes No

Vendor agrees to pay advertising quoted once all advertising has been paid by our agency.

We _____ agree to all advertising documented

SIGNED: _____ VENDOR SIGNATURE

SIGNED: _____ VENDOR SIGNATURE

SIGNED: _____ STAFF SIGNATURE

13 March 2012 **REIV**

Give your business forms that professional look

Country Ranges Real Estate **Real Estate Database**

The Home of low capital commissions © Copyright 2011 - Country Ranges Real Estate

Agency Managed Reports Menu Updates D.I.Y.

Register: Property / Vendor

Journal: Buyers

Brochure: Agency Managed

Properties / Buyers

Your Marketing Plan

Authority Renewal

Journal: Vendor

Compile your company data into a specially designed database

CONTACT:

Virtual Assistant on Call

Your Personal Assistant: Suzy Roberts

Mobile: 0406 256 036

Find me on: [LinkedIn](#)

Email: suzy@virtualassistantoncall.com.au

Virtual Assistant

Benefits for your business

MISSION STATEMENT:
At Virtual Assistant on Call, your business is our focus. We listen to your needs and aim to exceed your expectations.



Need help with your office tasks?

- ✚ *Do you spend too much time performing office administration tasks?*
- ✚ *Do spend more time working **in** your business rather than **on** your business?*
- ✚ *Would you like a personal assistant without increasing your fixed overheads?*
- ✚ *Does your business experience peak times when additional administration assistance is required?*



Call Suzy on

0406 256 036

We get to know your business:

We listen. Tell us about your business and requirements. We work toward designing your personalized business forms, presentations, quotes, menus, price lists, reports and databases.

Staff Continuity:

We get to know your business and *you* build a professional relationship with your personal Virtual Assistant.

We supply the equipment:

You don't need to supply any office space, phone or equipment. All our equipment is located at our virtual office and maintained by us.

Short term / Long term tasks & projects:

Many tasks and projects, whether short term, long term or ongoing can be completed by your Virtual Assistant off-site. This eliminates the need to advertise, interview and take on additional employees.

Personalized Documents & Databases:

Our expertise and attention to detail ensures your documents are personalized to your needs, include attractive and professional looking design characteristics, and provide your business with the functionality your business needs.

Confidentiality:

Your Virtual Assistant will provide a confidential service focused on the needs of your business.

Software used by us:

- Microsoft Office 2010:
 - ✚ Word
 - ✚ Excel
 - ✚ Access
 - ✚ Publisher
 - ✚ Powerpoint
 - ✚ Outlook
- Quickbooks Online
- Xero Online
- Skype
- Just Cloud.com



Secretarial: \$40 @ hr
Bookkeeping: \$50 @ hr

No job too small

